

CAMP CHALLENGE

(Special Needs Population)

OPENING DATE:March 2, 1998

FIRST REVIEW DATE:**March 30, 1998.** Applications submitted by this date will be screened and may be invited to an interview in April. Applications received after this date will only be reviewed and interviewed on an as-needed basis.

INTERVIEWS WILL BE CONDUCTED:**April 13-25, 1998**

CLOSING DATE:**May 29, 1998** Applications will not be accepted after this date.

HOURS:See program description on the back of this page.

Assistant:

EXPERIENCE AND TRAINING:Requires experience in coordinating activities for developmentally disabled children and young adults. Some college level course work in special education and/or related field is preferred. Requires successful completion of required selection process, successful completion of background investigation, and verification of identity and work authorization.

ESSENTIAL JOB FUNCTIONS:This position assists the Camp Challenge Supervisor in:

- Planning appropriate activities and ensuring they are safely conducted
- Supervising children, young adults, and volunteers
- Maintaining facility: reporting problems, cleaning up, ensuring safety
- Completing payroll time sheets, tracking attendance, composing weekly newsletters
- Setting up site: lifting and carrying tables, chairs, and 16 mm projectors
- Attending weekly staff meetings
- Working evening special events when required

HOURLY WAGE:\$7.20

Supervisor:

EXPERIENCE AND TRAINING:Requires **extensive** experience in co-ordinating activities for developmentally disabled children and young adults and supervising staff. Bachelor's degree in special education and/or related field is preferred. Requires successful completion of required selection process, successful completion of background investigation, and verification of identity and work authorization.

ESSENTIAL JOB FUNCTIONS:

- Verifying registration of program participants
- Planning appropriate activities and ensuring they are safely conducted
- Supervising children, young adults, Camp Challenge staff and volunteers
- Maintaining facility: reporting problems, cleaning up, ensuring safety
- Completing payroll time sheets, tracking attendance, composing weekly newsletters
- Setting up site: lifting and carrying tables, chairs, and 16 mm projectors
- Attending weekly staff meetings
- Working evening special events when required
- Delegate duties to staff and volunteers

HOURLY WAGE:\$8.75

APPLICANT REQUIREMENT:Must be First Aid and CPR certified prior to start of program.
If currently certified, please attach a copy of certificate to application.

Return application to Parks and Recreation.

AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

1998 Summer Camp Challenge Program



**Before applying for a position in this program
be sure you can meet the availability requirements below**

Camp Challenge

The Camp Challenge staff is responsible for developing and implementing a seven week summer recreational program for developmentally disabled children and young adults. Activities will include, but are not limited to, games, dance, music, drama, arts and crafts, sports, swimming, bowling, and special events.

Availability Requirements:

- Hours: 8:00am-3:15pm, 36-38 hours per week, excluding special events.
- Must be available to work program June 1-July 10. Program will be held Monday through Friday, 9am-3pm.
- Must attend assigned evening and one Saturday orientation workshops May 13-23.
- Must be available to work Supply Day on Monday, June 1, 8am-3pm.
- Must attend staff meetings every Tuesday afternoon from 3:30pm-5pm and must work a special event on Thursday, June 18 6pm-9pm.
- Must purchase City of Tempe Community Services Department staff shirt(s).
- **NO VACATIONS OR TIME OFF WILL BE PERMITTED DURING THE PROGRAM, ORIENTATION WORKSHOPS OR STAFF MEETINGS.**

Name _____ SS# _____

Following are examples of tasks performed by Camp Challenge Supervisors and Assistants. To assist us in evaluating your qualifications for this position, please describe in detail your experience conducting the following tasks.

1. Describe your experience planning appropriate activities for disabled participants. Indicate what types of disabilities you planned activities for, what activities you planned/conducted, and provide an example of the activities for each type of disability you indicated.

Description of Experience

For whom did you work/volunteer to obtain this experience: _____
Length of Employment: From: _____ To: _____

2. Please describe your experience supervising participants, and indicate how old the participants were.

Description of Experience:

For whom did you work/volunteer to obtain this experience: _____
Length of Employment: From: _____ To: _____

3. Describe your experience maintaining program facilities (reporting problems, cleaning up, ensuring a safe environment).

Description of Experience:

For whom did you work/volunteer to obtain this experience: _____
Length of Employment: From: _____ **To:** _____

4. Describe any specialized training you have received regarding working with developmentally disabled individuals. Indicate where you received the training (i.e., school, employer, etc.)

Description of Experience:

For whom did you work/volunteer to obtain this experience: _____
Length of Employment: From: _____ **To:** _____

■ Please attach this Supplemental to the Application ■